



Employer Application

Name of Business: PAVE

Contact Name: Emily Shier and Angela Rheingans

Address: 111 E. Burnett St. Beaver Dam, WI 53916 or PO Box 561

Phone: 920-887-3810

Email: eshier@pavedc.org or arheingans@pavedc.org

Enhanced Internship Details

Rate of pay: \$14.00/hr

Internship Start Date: June 3, 2024

Internship End Date: August 19, 2024

Hours/Week: 15-20 hours/Week

Days/Week: PAVE is open 24/7/365. Hours will vary, Sun, Mon, Tues, Wed, Thurs, Fri, Sat. PAVE is flexible and promotes staff wellness; unpaid time off for summer obligations and vacations, if requested in advance, is encouraged.

Enhanced Internship Overview

Which career(s) will be highlighted in this internship?

Non-profit agency management: Advocacy and resources for survivors of domestic abuse, sexual assault, and human trafficking.

List a minimum of three specific learning opportunities an Intern will have while interning at your organization:

1. The intern will learn customer service and telecommunications skills
2. The intern will learn community outreach and networking skills
3. The intern will learn volunteer coordination and partnership with neighboring organizations
4. The intern will have the opportunity to share creative ideas for marketing, participate in event planning and coordination, and assist with fundraising

Write a brief bio to depict your business or organization. This will be used as a brief bio for the potential intern to view.

PAVE is Dodge County's only resource and shelter for survivors of domestic and sexual violence. We are open 24/7/365, answering hotline calls, helping victims to make safety plans, facilitating support groups, educating the public, and providing shelter to individuals and families.



Provide any other details regarding you or your organization that may be of interest or value to the applicants when selecting your internship opportunity.

While the internship will not typically include direct client services, all volunteers, visitors, students, employees, and clients are required to sign a confidentiality agreement and abide by PAVE's policies and procedures at all times. Safety and security are our top priority and any intentional or unintentional act that threatens real or perceived confidentiality, privacy, safety, or security cannot be tolerated.

If an individual identifies as a survivor of domestic or sexual violence and/or has utilized PAVE's services, we request that they consult with a mental health therapist and have at least one year in recovery before volunteering or seeking employment with PAVE.